

GENERAL REGULATIONS

FOR THE

UNIFORMED MILITIA OF PENN'A,

COMPILED BY

W. H. IRWIN, ADJUTANT GENERAL,

OF THE

MILITIA OF PENNSYLVANIA.

“The militia of this country must be considered as the palladium of our security, and the first effectual resort in case of hostility; it is essential, therefore, that the same system should pervade the whole; that the formation and discipline of the militia of the continent should be absolutely uniform, and that the same species of arms, accoutrements and military apparatus should be introduced in every part of the United States. No one, who has not learned it from experience, can conceive the difficulty, expense and confusion which result from a contrary system, or the vague arrangements which have hitherto prevailed.”—*Washington*. [*Circular Letter, June 28, 1783.*]

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THE UNIFORMED MILITIA OF PENNSYLVANIA.

ARTICLE I.

PRECEDENCE OF REGIMENTS AND CORPS.

The precedence of regiments and corps shall be as follows :

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|---------------------------|-------------------|
| 1. Light Artillery, | 4. The Artillery, |
| 2. The Light Dragoons, | 5. The Infantry, |
| 3. Other regular Cavalry, | 6. The Riflemen. |

Regiments of the same arm will take precedence, according to numerical order.
The above order of precedence refers to parades.

ARTICLE II.

SUBORDINATION TO THE CIVIL AUTHORITIES.

Respect and obedience to the civil authorities of the land is the duty of all citizens, and more particularly of those who are armed in the public service.

A civil officer, charged with the execution of civil process, will, on making known his character, be freely permitted to pass and re-pass all guards and sentinels.

ARTICLE III.

PRECEDENCE AND GRADATION OF OFFICERS AND NON-COMMISSIONED OFFICERS.

- | | |
|------------------------|------------------------------|
| 1. Major General, | 8. Second Lieutenant, |
| 2. Brigadier General, | 9. Sergeant Major, |
| 3. Colonel, | 10. Quarter Master Sergeant, |
| 4. Lieutenant Colonel, | 11. First Sergeant, |
| 5. Major, | 12. Sergeant, |
| 6. Captain, | 13. Corporal. |
| 7. First Lieutenant, | |

If the relative rank cannot be determined, as above indicated, it shall be settled by lot, in the presence of the commanding officer, or by the Adjutant General.

ARTICLE IV.

RANK AND COMMAND.

Whenever different corps or regiments happen to join, and do duty together upon marches, guards, or in quarters, the officer highest in rank of the line of the uniformed

militia, present on duty, has the right to command the whole, and give the orders needful to the service.

9. An officer not on duty with, or belonging to, any of the companies, battalion regiments or corps composing a command, cannot assume the command thereof.

10. An officer entrusted with the command of a post, detachment, guard or separate force, will not surrender it to another officer, unless regularly relieved, except in case of sickness, or inability to perform his duty; when the officer next in rank, of the line of the uniformed militia, present and on duty with such command, will succeed, as a matter of course.

11. Officers having rank in the line of the uniformed militia in the staff, though eligible to command, will not assume the command, unless specially put on duty with that intention.

12. Detachment means a body of troops sent from the main body, to perform a particular service, and to be absent for a limited time.

13. A main body is an army, or any body of troops assembled in the field, or garrison of any fortress or post.

14. No officer, in the temporary command of a regiment or post, shall issue a standing order, or alter or annul those published by the regular or permanent commander, without first referring, for authority so to do, to the commanding general of the division in which he may be stationed.

ARTICLE V.

SUCCESSION IN COMMAND.

15. An officer who relieves or succeeds another in any command or duty, will consider himself in precisely the same situation as his predecessor, in regard to his duties, and, whether superior or inferior in rank, shall be furnished, for his information and guidance, by his predecessor, with *copies of all orders and instructions* in force at the time; and, if time permit, with a statement in writing of the nature and import of orders which may have been verbally communicated.

16. An officer, so relieved, shall turn over to his successor all the public property in his possession, and all other property for which he may be responsible, including *books, blank returns* and documents; and the successor shall give him duplicate receipts for the same, which receipts shall specify the condition of each article. One of these receipts will be transmitted to the proper administrative department, to ensure a correct accountability, and the other retained in the possession of the relieved officer for his own security.

17. When an officer, having charge of public property, is ordered on a duty which may separate him from the same, and thereby endanger its safe keeping, the commanding officer will designate some officer to take charge of the property, and give him necessary receipts, until a successor shall be regularly appointed. But should there be no officer assignable, the commanding officer will take charge of it himself, and give the necessary receipts for it. In case where an officer having charge of public property is alone, he will take suitable means to secure the same, on being ordered away, and report the circumstances to the Adjutant General.

ARTICLE VI.

APPOINTMENT AND PROMOTION OF COMMISSIONED OFFICERS.

18. Generals will appoint their own aids-de-camp.

ARTICLE VII.

APPOINTMENTS TO STAFF DUTIES, AND DETAILS OF OFFICERS TO ASSIST IN STAFF DEPARTMENTS.

9. No officer will be permitted to hold two staff appointments at the same time.
10. As far as practicable, all appointments in the staff, and details for assistants in several departments of the staff, will be equalized on the several regiments.

ARTICLE VIII.

RESIGNATION OF OFFICERS.

1. No officer will be considered out of service on the tender of his resignation, until it shall have been duly accepted by the proper authority.
2. Resignations will be forwarded by the commanding officer to the Adjutant General.
3. Resignations tendered under charges, when forwarded by any commander, will always be accompanied by a copy of the same; or, in the absence of written charges, by a report of the case, for the information of the Adjutant General.
4. Before presenting the resignation of any officer, the Adjutant General will confer with the accounting officers, and will report to the Governor the state of such officer's accounts, of money as well as of public property.

ARTICLE IX.

THE COMMANDER OF THE UNIFORMED MILITIA OF PENNSYLVANIA.

25. The military establishment is placed under the orders of the Governor, communicated through the Adjutant General, in all that regards its discipline and military conduct. Its fiscal arrangements properly belong to the Treasury Department.
26. The Adjutant General will watch over the economy of the service, in all that relates to the supply of arms, ordnance and ordnance-stores, clothing, equipments, camp equipage, medical and hospital stores, barracks, quarters, transportation and subsistence, in short, every thing which enters into the expenses of the military establishment of this State. He will also see that the estimates for the military service are based upon proper data, and made for the objects contemplated by law. In carrying into effect these important duties, he will call to his counsel and assistance those officers proper, in his opinion, to be employed in verifying and inspecting all the objects which may require attention. The rules and regulations established for the government of the uniformed militia, and the laws relating thereto, are the guides to the Adjutant General in the performance of his duties.

ARTICLE X.

DUTIES OF COMMANDING OFFICERS OF POSTS, ETC.

27. An officer invested with a separate command, is responsible for the discipline of the troops under his orders, and for the good state of every thing entrusted to his charge. It is, therefore, his duty to see that the rules and regulations for the government of the troops are strictly enforced; that the proper supply of provisions, arms and ammunition, is duly provided; that the quarters are in a proper state; and that nothing is permitted to remain in or about the post, encampment, &c., which can at any time endanger the health or morals of the troops, if it be in his power to remove it.

PRESERVATION OF ARMAMENTS AND AMMUNITION.

1.—*Guns and carriages.*

28. All guns which are mounted should be sponged clean, and their vents examined to see that they are clear. The chassis should be traversed, and left in a different position; the top carriage moved backward and forward, and left alternately over the front and rear transoms of the chassis; the elevating screws or machines wiped clean, worked, and oiled if required. This should all be done regularly once in every week.

29. When tarpaulins, or pent houses are placed over the guns, they should be moved every other day, or three times a week, when the weather is fair, the carriages and guns brushed off, and if damp, allowed to dry.

2.—*Implements.*

30. An old sponge staff and head should be used for drill. The new sponges should never be used unless the gun is fired. The implements should be kept in store, under cover, and be examined, wiped clean or brushed, at least once a month. In the use of leather equipments, the directions for the preservation of harness, page —, of the Manual, should be followed.

ARTICLE XI.

INTERIOR ECONOMY OF REGIMENTS—COLONELS OR COMMANDERS OF REGIMENT

31. Colonels or commanders of regiments are responsible for the *instruction and discipline* of their regiments.

32. Unanimity and good understanding amongst the officers as connected with the character and discipline of a regiment, are objects peculiarly deserving the attention of the commanding officer. His timely interference to prevent disputes; his advice to the young and inexperienced; his protection of and favor to the deserving; and his immediate reprehension of any conduct likely to interrupt the harmony of the corps, are the best means of securing these desirable ends towards the attainment of which he has the right to demand, and ought to receive, the assistance of every officer. It is well known that perfect civility, and the most conciliatory manners, are compatible with the exercise of the strictest command; and it is to be observed that the commanding officer is equally responsible for the maintenance of discipline and subordination in his regiment whether on parade, at the mess, or in any other situation.

33. To promote the attainment of a knowledge of parade duties, the commanding regiments will, at their discretion, but under their own eye, direct the field officers and captains to take command of the parade, without regard to their respective rank.

34. Commanders of infantry regiments are enjoined to avail themselves of every opportunity of instructing both officers and men in the exercise and management of artillery; and all commanders ought to encourage, by every means, a manly emulation, and with the same care to repress every species of idleness, dissipation and immorality.

35. Each colonel, or other *permanent commander* of a regiment, will appoint the subaltern officers of the regiment, his adjutant and regimental quarter-master to report the same to the Adjutant General. These appointments, when duly made and announced, will not be vacated, except by sentence of a general court martial, without the authority of the *permanent commander* of the regiment. He will appoint the commissioned staff of the regiment. All these appointments will be announced in written orders.

ADJUTANT.

36. Upon the selection of a proper officer to fill the station of adjutant, depends to a very considerable degree the harmonious action of the officers of the regiment.

their commander. It is therefore earnestly recommended to the latter, to confer such appointment upon those only, who to experience in service, and aptitude for the duties of the station, unite sound practical discretion. It is enjoined upon the adjutant, to maintain a courteous and friendly understanding with his brother officers, avoiding all *discussions* upon the orders, or military conduct of the commander. He should inform himself upon all points of military usage and etiquette, and on proper occasions, kindly aid with his advice and experience the younger subalterns of the regiment, especially those just entering the service. And he should, at all times, endeavor to exert the influence belonging to his station, in sustaining the reputation and discipline of his regiment.

37. Upon the adjutant devolves, under the supervision of the regimental commander, the duty of making details, and keeping the records of the regiment; and also of performing certain acts of military service with troops, as at parades, guards, reviews, and upon other occasions as is required by the authorized system of military discipline and instruction.

REGIMENTAL QUARTER-MASTER.

38. Appointments of regimental quarter-master, will only be conferred upon officers who unite the experience, discretion, and qualifications necessary for the efficient performance of their responsible and varied duties.

39. Among these duties are the laying out of camps; care of the wagons and camp equipage of the regiment; superintending the removal of obstructions in roads during a march; being present at issues and distributions; to judge of the quantity and quality of the supplies tendered; and the duties of assistant quarter-master at a post or station.

40. In addition to his duties as quarter-master of the regiment or post, the regimental quarter-master will perform the functions of assistant commissary of subsistence, if the command be less than a regiment.

LETTER OF A COMPANY.

41. On the organization of a regiment or battalion, the companies will be designated by the letters of the alphabet, which designation is to be permanent.

CAPTAINS OR COMMANDERS OF COMPANIES.

42. Captains or commanders of companies fill one of the most important situations in the militia, when they are viewed in relation to the direct influence they exercise upon the soldiery; to them, therefore, attaches the high responsibility of the instruction, good order, efficiency and discipline of their appropriate commands.

43. It is expected that every officer, who has been two years in the service, shall be capable of commanding and exercising a company in every situation, and perfectly acquainted with its interior management, economy and discipline, and that every captain of two years' standing, shall have made himself competent, in all respects, to the duties of a field officer.

44. A captain stationed with his company, will be considered the commander thereof, for all purposes relating to pay, clothing, accounts and returns.

45. In the absence of a captain, the command of his company will devolve on the subaltern officer next in rank serving with it, unless otherwise specially directed.

46. Should a company on parade be left without a commissioned officer, the commander of the regiment will order an officer of another company to take command of it.

47. Captains will require their lieutenants to assist them in the performance of all company duties; the knowledge thus acquired being essential to every company officer.

LIEUTENANTS.

48. Officers of this class, serving with companies, must be considered as under instruction, in order to qualify them to command. It is, therefore, their duty to assist the captain or commander in making out rolls, reports and returns; keeping the books of the company; attending to issues, and, in short, assisting in all duties pertaining to the welfare of the company with which they may be serving.

49. Each subaltern officer will be charged with a squad of the company to which he belongs.

NON-COMMISSIONED OFFICERS.

50. It is of essential importance to the service that the station and respectability of the non-commissioned officer be upheld. It is, therefore, earnestly recommended and enjoined upon all officers, to be cautious in reproving non-commissioned officers in the presence or hearing of privates, lest their authority be weakened. It is also directed that non-commissioned officers in no case be sent to the guard room.

52. Every non-commissioned officer shall be furnished with a certificate or warrant of his rank, assimilated to the commission of an officer, signed by the colonel and countersigned by the adjutant. The first, or orderly sergeant, will be entitled to a separate warrant as such, in addition to the appointment he may hold as a non-commissioned officer of the company.

53. Whenever circumstances may make it necessary, lance-sergeants may be appointed from the corporals, and lance-corporals from the privates, who, if their conduct be good and evince capacity for the discharge of such duties, should be promoted to the first vacancies.

54. Independent of the particular duties required of the non-commissioned officers (sergeants and corporals) when in the ranks, according to the system of tactical instruction, it is also their duty on parade to observe the conduct of the privates, and to report immediately to the proper authority, any breach of the general regulations of the service.

MARKING.

55. Every article, excepting arms and accoutrements, belonging to the regiment, is to be marked with the number and name of the regiment.

56. Such articles as belong to companies, are to be marked with the letter of the company, and number and name of the regiment; and such as belong to men, with their individual numbers and the letter of the company.

57. Officers' portmanteaus and valises will be marked with the name and rank of the owner.

REGIMENTAL BOOKS.

58. The books for each regiment shall be as follows:

1. *General Order Book*, of three quires of paper, 16 inches by 10½ inches, to contain all orders and circulars from general, division, or brigade head-quarters, with an index.

2. *Regimental Order Book*, of three quires of paper, 16 inches by 10½ inches, to contain regimental orders, with an index.

3. *Letter Book*, of three quires of paper, 16 inches by 10½ inches, to contain the correspondence of the commanding officer on regimental subjects, with an index.

4. An index of letters, required to be kept on file in the following form:

	Name of writer.	Date.	Subject.
1.	Captain A. B.	January 1, 1850.	Appointment of non-com. officer.
2.	Adj't Gen. W. H. I.	February 10, 1850.	Order for arms.
3.	Captain T. G.	March 11, 1850.	Error in company return.
4.	Lieutenant C. D.	April 1, 1850.	Application for leave.

The date of receipt should be endorsed on all letters. They should be numbered to correspond with the index, and filed in regular order for easy reference.

5. *Size or Descriptive Book*, of five quires of paper, 16 inches by 10½ inches, to contain a list of the officers of the regiment, with their rank and dates of appointment, promotions, transfers, leaves of absence. To contain also, the names of all soldiers, entered according to priority of joining the regiment, giving their description, the ages and periods of their so joining. This book to be indexed.

6. *Monthly return*.—One copy of the monthly returns to be filed, and at the end of each year to be bound in a book.

ARTICLE XII.

INTERIOR ECONOMY OF COMPANIES.

29. The captain or commander of a company, will cause each man of the company to be numbered, in a regular series, from one to — (the number of men allowed by law,) including the non-commissioned officers; and the same to be divided into four squads, each to be put under the charge of a non-commissioned officer, who will be responsible for the subalterns of the company. Should there be a deficiency in the number of non-commissioned officers, required to assist the subaltern officers in the discharge of their duty, private soldiers, of good character and military conduct, will be charged with such duty.

30. In case there should not be a subaltern present, for each squad into which the company is divided, two or more squads, according to circumstances, will be assigned to a lieutenant for his general supervision.

31. As far as practicable, squads will be kept separate, in tents or in quarters, and the men of each numbered according to their qualifications; so that the highest in number may, as lance-corporal, command the squad in the absence of its non-commissioned officer.

POLICE AND ARRANGEMENT OF ARMORIES.

32. The utmost attention will be paid by commanders of companies to the cleanliness of the men, as to their persons, clothing, arms and accoutrements, and also as to their quarters or tents.

33. The arms will be placed in the arm-racks, the stoppers in the muzzles, the bayonets let down, and the bayonets in their scabbards; the accoutrements suspended over the arms, and the swords hung by the belts on pegs.

34. The knapsack of each man will be placed on the lower shelf of his gun case, packed with his effects, and ready to be slung; the great coat on the same shelf, rolled up and strapped; the coat folded inside out, and placed under the knapsack; the cap on the second or upper shelf.

ARMS AND ACCOUTREMENTS.

35. Commanders of companies and squads, will see that the arms and accoutrements in possession of the men, are always kept in good order, and that proper care is taken in cleaning them.

66. When belts are given to a soldier, the captain or officer commanding the company, will see that they are properly fitted to the body; and it is strictly forbidden to cut any belt, without the sanction of the captain, and then only, when it is ascertained after a careful examination, that it is impossible without cutting the belts, to make them fit properly. *White lead* will not be used in cleaning belts and gloves, as it is prejudicial to health; *pipe clay* or *whiting* will be used instead.

67. Cartridge boxes and bayonet scabbards will be polished with blacking; varnish is injurious to the leather, and will not be used.

68. All arms in the hands of the troops, whether browned or bright, will be kept in the state in which they are issued by the Adjutant General. Arms will not be taken to pieces, without the express permission of a commissioned officer. The barrel of the musket, if not browned, will not be polished, but kept clean and free from rust. Great care should be taken in rubbing, to prevent bruising or bending the barrel. The barrel should never be rubbed lengthwise; after firing, it will be necessary to wash out the bore, to wipe it dry, and then to pass a bit of cloth slightly greased to the bottom. In these operations a rod of wood, with a loop in one end is to be used, instead of a rammer, which is never to be thus employed when it can be avoided. The bore of the barrel will, at all times, except in exercise, be secured against the weather by means of a tompon. A rind of fresh pork, without salt, is better than oil for greasing the metallic parts of the musket. For exercise, each soldier should keep himself provided with a bone snapper, as a substitute for a flint. All practices which tend to injure the musket, or any of its parts, are strictly forbidden.

69. At no time, and under no pretence, are the arms to be left loaded in quarters, in tents, or when the men are off duty. Fatal accidents may result from such a practice.

AMMUNITION.

70. Ammunition issued to the troops will, to prevent injury or waste, be frequently inspected, particularly at evening roll-call, when the number and condition of the cartridges will be ascertained, and if necessary, others supplied.

71. Ammunition will be frequently exposed to the dry air or sunned.

72. The greatest precaution is necessary, to ascertain that no ball cartridge is mixed with the blank cartridges issued to the men.

73. The ammunition drawn from muskets, after guard mounting, (powder and ball) will be delivered over to the quarter-master sergeant, or ordnance sergeant, by the commissioned officers of the squads or guards.

KNAPSACKS, HAVERSACKS, DRUMS.

74. All knapsacks are to be painted black. Those for the artillery will be marked in the centre of the cover, with the number of the regiment only, in figures of one inch and a half in length, with yellow paint. Those for the infantry will be marked in the same way with white paint. The knapsacks will be black.

75. The knapsacks will also be marked upon the inner side with the letter of the company, and the number of the soldier; on such part as may be readily observed in inspection.

76. Haversacks will be marked upon the flap with the number and name of the regiment, the letter of the company, and number of the soldier, in black letter figures. And each soldier must, at all times, be provided with a haversack, and exhibit it at all inspections. It will be worn on marches, guard, and when paraded in detached service.

77. The front of the drums will be painted with the arms of the State of Pennsylvania, on a blue field for the infantry, and on a red field for the artillery. The letter of the company, and the number of the regiment, under the arms in a scroll.

DRESS.

78. The prescribed dress for officers and soldiers will be strictly complied with, and no officer will be held justified in making any alterations therein.

SOLDIERS' MESS.

79. The regularity of the soldiers messing is an object of primary importance. In camp, the regimental officer of the day must visit and inspect the kettles at the hour appointed for cooking. Independently of this regimental arrangement, the officers must frequently, during the day, attend to the messing and economy of their respective companies.

80. Messes will be prepared by privates of squads, including private musicians, each taking his tour.

81. When the rations of the guard are prepared by the company cooks, they will be carefully laid aside until required. The messes of prisoners will be sent to them by the cooks.

82. No persons will be allowed to visit or remain in the kitchens, except such as may come on duty, or be occupied as cooks.

83. Those detailed for duty in the kitchens, will also be required to keep the furniture of the mess in the neatest condition.

COMPANY BOOKS.

84. The books for each company shall be as follows :

1st. Descriptive Book of one quire of paper, 16 inches by 10½ inches, one page to be appropriated for a list of commissioned officers ; two pages for non-commissioned officers ; two pages for register of men transferred ; four pages for register of men discharged ; two pages for register of deaths ; and the rest for the descriptive roll of the company, with a column of remarks in each case.

2d. Clothing Book.

3d. *Order Book* of one quire of paper, 16 inches by 10½ inches.

ARTICLE XIII.

LEAVE OF ABSENCE.

85. In no case will leave of absence be granted, so that a company, detachment or post, be left without a commissioned officer to command it.

86. When not otherwise specified, leaves of absence will be considered as commencing on the day that the officer is relieved from duty at his post.

ARTICLE XIV.

ARRESTS AND CONFINEMENTS.

87. None but commanding officers have power to place officers under arrest, except for offences expressly designated in the twenty-seventh article of war.

88. In ordinary cases, an officer, above the rank of captain, will be placed under arrest by sealed instructions to that effect addressed to him. If under the rank of major, he may be placed in arrest by a verbal order in any case. The sword of an officer in arrest need not be taken from his tent or quarters under ordinary circumstances. The notification of the arrest will sufficiently deprive him of the use of it.

89. Officers are not to be put in arrest for light and trifling offences. For these, an expression of disapprobation by the commanding officer will, in most cases, answer any purpose necessary for the maintenance of discipline.

90. It is not obligatory on the commander to place an officer in arrest, on application to that effect from an officer under his command. He will exercise a sound discretion on the subject. But in all applications for redress of supposed grievances, inflicted by a superior, it will be his duty, in case he shall not deem it proper to order an investigation, to give his reasons in writing for declining to act. These reasons, if not satisfactory, the complaining party may, should he think fit so to do, forward to the next common superior, together with a copy of his application for redress.

91. The arrest of an officer, or confinement of a soldier, will be, as soon as practicable, reported to his immediate commander.

92. Individuals placed in arrest may be released without being brought before a court martial, by the authority ordering the arrest, or by superior authority.

93. Individuals placed under guard, with written charges signed by an officer, will not be released, except by the directions of the commanding officer.

94. All prisoners under guard, without written charges, will be released by the officer of the day at guard mounting, unless orders to the contrary should be given by the commanding officer.

95. It is highly improper to hold charges against an officer or soldier, in order that they may accumulate, so as to form, collectively, a crime of sufficient magnitude to justify a prosecution. If the facts, as they arise, are not fit to be made matters of charge at the time, they should never, but in extraordinary cases, be subsequently revised.

96. An officer has no right to demand a court martial, either on himself or on others; the general-in-chief, or officer competent to order a court, being the judge of its necessity or propriety.

97. Nor has an officer, who may have been placed in arrest, any right to demand a trial, or to persist in considering himself under arrest, after he shall have been released by proper authority.

98. On a march, company officers and non-commissioned officers in arrest, will follow in the rear of their respective companies, unless otherwise particularly ordered.

99. Field officers, commissioned and non-commissioned staff officers, under the same circumstances, will follow in the rear of their respective regiments. Other persons in arrest will be under the conduct of the camp guard, or a detachment from it.

ARTICLE XV.

JUDGE ADVOCATE.

100. The duties of the judge advocate, intimately connected as they are with the administration of justice, are of high importance. To direct prosecutions in the name of the State of Pennsylvania; to counsel courts martial as to the forms of proceedings and the nature and limits of their authority; to admonish the accused, and guard him in the exercise and privileges of his legal rights; to collect, arrange and evolve the testimony that may be required, and, when circumstances render it necessary, to present the evidence in a succinct and collected form, require, on the part of the person filling such office, intelligence, experience, impartiality and firmness.

101. There are also minor duties devolving upon him, such as the preparation, care and disposition of the record, and the custody and safe keeping of all papers connected with trials.

102. To ensure a proper fulfilment of his office, it is necessary that he should, by diligence and study, make himself acquainted with the settled principles of judicial procedure; the military laws and regulations governing the service, and the customs which have been established therein; and without such attention, not only promotive of his own reputation, but of the safety of the particular community with which he is called to act, military jurisprudence can never be established upon a proper foundation.

103. The attention of the judge advocate to all these branches of knowledge, connected with the more immediate duties of his office, is, therefore, earnestly enjoined,

and will, at all times, be the subject of scrutiny and observation, by those to whom the law has committed the revision of the proceedings of military courts.

104. Previous to their arraignment, it is the duty of the judge advocate to correct the charges and specifications against all persons to be tried. The offences should be stated in an accurate and specific manner; the dates and places carefully given, and, while all superfluous matter is excluded, the specification must be made to support the charge.

105. The judge advocate or recorder will, without unnecessary delay, transmit the proceedings of the court to the officer by whose authority it was constituted and convened.

ADJUTANT GENERAL.

106. The Adjutant General shall receive and distribute all orders from the Governor, or commander-in-chief of the militia, to the several officers of the said militia; whenever required, he shall furnish to the brigade inspectors one complete set of all forms and returns connected with a proper discharge of all their duties, and of the duties of the several officers of the brigade, to whom they shall be distributed by the said brigade inspector, for which forms and returns he shall be paid out of the State Treasury, upon the settlement of his accounts by the proper officers, and shall also be paid for all postage on letters or packages from or to him on subjects connected with military duty; he shall give explanation and information, on all matters connected with military duty, to the major generals, brigadier generals and brigade inspectors, whenever required by them; he shall receive and file all returns made to him of the militia, agreeably to law, and shall annually make a detailed report thereof to the Governor, to be submitted to the Legislature; and shall also transmit a duplicate thereof to the President of the United States, and shall instruct the proper officers in the form of which these returns shall be made to him; and shall also, in the report to the Governor, particularly designate the number of militia in each brigade and regiment, and the number and kind of volunteer corps attached to the same respectively; he shall also procure, or cause to be procured, any arms, military stores, clothing, accoutrements and camp equipage, and shall distribute the same to the proper officers when legally required. The Adjutant General shall, before he enters on his duties, give bond, with one or more sufficient sureties, to be approved of by the Governor, which bond shall be taken in the name and for the use of the Commonwealth of Pennsylvania, and filed in the office of the Secretary of State, in the sum of one thousand dollars, conditioned for the true and faithful performance of his duties, and the safe delivery to his successor of all books and papers belonging to his office; and in case of the death of the Adjutant General, his executors or administrators shall, under the penalty of one thousand dollars, safely deliver all books and papers belonging to the office of the said Adjutant General, to any person appointed by the Governor to receive the same, which penalty shall be recovered in the name and for the use of the Commonwealth of Pennsylvania.

CONTESTED ELECTIONS.

107. When elections held under this act are contested, the following proceedings shall be had:—When at least four of the officers who voted at any election for major general, shall complain to the Adjutant General of the Commonwealth that illegal votes were taken, or that the same was otherwise unlawfully held and conducted, it shall be the duty of the said Adjutant General, to select at least three officers who do not belong to the division in which the election was held, one of whom shall not be under the rank of a general officer, and the others not under the rank of a colonel. If the election of a brigadier general, or brigade inspector, shall be contested by at least one hundred of the volunteers or militia who voted at any such election, application may be made by them to the major general, or the next senior officer in rank in the division, if there is no major general, who shall direct and notify two other officers of said division, not belonging to the brigade in which the election was held, who shall not be

under the rank of lieutenant colonel. If the election of any field officer shall be contested, by at least fifty of those who voted at such election, application may be made by them to the brigadier general, or if there should be no brigadier general, then the next senior officer in rank, in the brigade not belonging to the regiment in which the election was held, who shall direct and notify two other officers, not under the rank of field officers, and not belonging to the said regiment, which officers shall compose boards for the trial of the contested elections in the cases before mentioned, for which they were selected and appointed, and may belong to the volunteers or militia, or either thereof, at the discretion of the authority making the selection. And if the election of an officer of any company of militia, or of independent volunteers, shall be contested, by at least twenty of those who voted at any such election, application may be made by them to the colonel or commanding officer of the regiment to which said militia company belongs, or said volunteer company is attached, who, with two other field officers of said regiment to be notified by him, shall compose a board for the trial of said election. And if the election of an officer of any company of volunteers belonging to a battalion or regiment shall be contested, by at least twenty of the volunteers who voted at any such election, application may be made by them to the commanding officer of their proper battalion or regiment, who with the other field officers of the battalion or regiment, if any there are, not however exceeding two besides himself, to be notified by him, shall be a board for the trial of such election. And the senior officer of any such board shall fix on a convenient time and place for determining the said contested election, with power to adjourn if necessary; and shall direct, not less than ten days' notice to be given to at least one of the complainants, and to the other parties concerned, and may issue process to compel the attendance of necessary witnesses, who shall be paid by the party who requires them to be summoned. And the said board shall proceed to hear the allegations and proofs offered; and they, or a majority of them, shall either confirm or set aside any such election, as the justice of the case may require, and shall make report immediately thereof to the proper authority. But the said board, in deciding upon any contested election, shall reject and deduct all illegal votes given to any candidate, and if there is not other sufficient cause of complaint, shall confirm the election in favor of the person having the highest number of lawful votes given. But if the election shall be set aside, then any commission which may have issued in consequence of the same, shall be void, and the office declared vacant, and a new election shall be held in the manner prescribed in other cases by this act.

UNIFORM AND EQUIPMENTS.

108. The uniform and equipments for the militia officers of this Commonwealth, shall be the same as that prescribed for the officers of the United States army; and it shall be the duty of the Adjutant General to obtain a description thereof, and furnish each brigade inspector with a sufficient number of copies for himself and each major and brigadier general, and each field officer and captain of volunteers and militia, the expense whereof shall be paid out of the State Treasury. But the Governor is hereby authorized to alter the dress for the company officers, so as to render the same less expensive, if he shall deem it proper and advisable; and which uniform so prescribed by him, shall be established for that class of officers, and descriptions thereof furnished to the brigade inspectors immediately, for the use of said officers; the expense of furnishing which, to be paid in manner aforesaid. And every officer shall be armed and equipped at his own expense; and if any officer shall fail to uniform and equip himself within six months after his election or appointment, if he accepted of the office, he shall be liable to a fine of twenty dollars, to be recovered by the brigade inspector; and every officer so elected or appointed more than six months, shall appear on every day of parade uniformed and equipped as aforesaid.

BRIGADE INSPECTORS.

109. It shall be the duty of every brigade inspector, and he is hereby required, to collect or cause to be collected, from time to time, all military arms and other military property

Commonwealth, in the hands or possession of any person or persons, not entitled to hold the same, for which he shall receive a reasonable compensation; and to make a list of the said arms and property when required by the Adjutant General, as well as of all arms, and public property in the possession of any volunteer company, who have not given the security required by this act, or are not lawfully entitled to the same; and the said Adjutant General may order all such arms and public property to be conveyed, at the expense of the State, to the nearest arsenal; and the said Adjutant General is hereby required to make such regulations relative to the amount and kind of property to be given for arms and accoutrements delivered to volunteer companies, as well as all such other regulations for the disposition, security and preservation of the land and military property of this Commonwealth, as he may, from time to time, find necessary and proper to promote the public interest, and which the several brigade inspectors are hereby required to obey and carry into effect, under the penalty prescribed in the fifty-second section of this act, besides being amenable to a court martial for neglect of duty.

1. Each brigade inspector heretofore elected, or who may hereafter be elected in pursuance of this act, shall take an oath or affirmation to perform his duties with fidelity, and transmit a certificate thereof to the Adjutant General, and shall execute all orders relative to duty, received by him from the Adjutant General. He shall attend each regimental or battalion parade, and shall annually inspect the said regiments and battalions; and shall also, once in every year, inspect each volunteer troop of cavalry, company of artillery, infantry and riflemen, within the bounds of the brigade. When any such troop of cavalry, or company of artillery, infantry or riflemen shall be part of a regiment or battalion of volunteers, he may inspect the said troops or companies separately, or in battalion or regiment, as he may think proper. And the said brigade inspector shall direct the time and place when and where any such company, battalion or regiment shall assemble to be inspected as aforesaid, and shall give at least twenty days' public notice thereof. He shall annually furnish to the Adjutant General a detailed statement of the militia and volunteers within his brigade, at such time and in such manner as the said Adjutant General shall direct. He shall keep a record of all alterations in the bounds of the brigade, regiments or battalions, or the formation of any new one, and shall give information thereof to the Adjutant General, and shall generally furnish him with information upon all subjects connected with military duty in his brigade, whenever required to do so; and shall also furnish statements to the major general of the division, and brigadier general of the brigade, in every year, when required. The brigade inspectors shall transmit all returns of commissions and appointments of officers under this act, as soon as practicable, to the Secretary of the Commonwealth, and shall distribute to the proper officers all commissions received by them. They shall take charge of, and be answerable for, all military arms and accoutrements which may be delivered to them. They shall make an annual return to the Adjutant General of all arms and other military property in their possession, and of the condition of the same, and of the arms and other military property distributed in the brigade, in such form and manner as shall be directed by him. The said brigade inspector shall sue for and collect in the name of the Commonwealth, all fines, forfeitures and other sums, for which no mode of collection is prescribed by this act, and shall recover the same as debts of equal amount are by law recoverable.

1. If any brigade inspector shall neglect or fail to make the returns to the Adjutant General, or perform any other duty according to this act, it shall be the duty of the said Adjutant General to give notice thereof to the State Treasurer, when the commission of the said brigade inspector shall be forfeited from the time of such notice. He shall perform his duty according to law, and he shall only be entitled to the same as the residue of the year; and the said brigade inspector shall also be amenable to a court martial for neglect of duty, in the same manner as all other officers.

DISCIPLINE.

2. The discipline of the volunteers of this Commonwealth, shall be the same as is prescribed for the army of the United States; and it shall be the duty of the Ad-

jutant General, to select the best abridged system for the instruction and discipline cavalry, artillery, infantry and riflemen, making such alterations as may be deemed necessary for the use of the militia and volunteers of this Commonwealth, and shall submit the same to the Governor, and if approved of by him, a sufficient number of copies, to furnish each general and brigade inspector with a copy thereof, and each field officer and captain of a company, with a copy of a system applicable to his particular corps, shall be procured at the expense of the State, and transmitted to the several brigade inspectors, to be delivered to the said officers respectively, who shall receive for, and deliver the same to their successors in office, under the penalty of ten dollars to be recovered by the person suing for the same.

113. When any doubts shall exist as to the true construction of any part of this act on a military subject, it shall be the duty of the Adjutant General to take to his assistance two general officers, and they, or a majority of them, shall decide thereon, and which decision shall be conclusive as to the construction of the said act, and shall be recorded by the Adjutant General in a book to be kept by him for that purpose, and a copy thereof, certified by the Adjutant General, shall always be legal evidence of the same.

INSPECTION OF ARSENALS.

114. It shall be the duty of the Adjutant General, as soon after the passage of this act as conveniently may be, and as much oftener as he may deem it advisable, to visit the arsenals of this Commonwealth, and examine and inspect the arms and public property therein deposited; and he shall establish such regulations for the preservation and safe keeping of the same, as he may find necessary and proper, and which the brigade inspectors having the same in charge, are hereby required strictly to observe and attend to, under the same penalty as in other cases for neglect of duty; and the said Adjutant General, in his annual report to the Legislature, shall return the state of condition of the said arms and public property, and shall make such other representations, as he may deem necessary for the information of the Legislature. And the said Adjutant General shall receive, as a compensation, in addition to his annual salary, his services and expenses in performing the duty herein required for the ensuing year two hundred and fifty dollars, to be paid out of the State Treasury.—*Act of 2d Mar 1822.*

RESIGNATIONS.

115. Resignations of volunteer and militia officers, shall be made as follows:—troop and company officers of volunteer corps attached to a militia regiment, and company and regimental staff officers of a militia regiment, to the commanding officer of said regiment; all troop, company and regimental or battalion staff officers of volunteer regiment, or independent battalion, to the commanding officer of his particular regiment or independent battalion; all field and brigade staff officers of volunteers militia, to the commanding officer of the brigade; and all brigadier generals and division staff officers, to the commanding general of the division. And it shall be the duty of the officers to whom any resignation is made as aforesaid, to transmit the same, or give notice thereof, to the brigade inspector or other officer, who may be required by law to order a new election or appointment, to fill any vacancy occasioned by such resignation, and whenever a vacancy happens in any brigade, regiment, independent battalion, troop or company, to give notice thereof in the manner before directed with respect to resignations, in order that such vacancy may be filled by a new election or appointment. All resignations of major generals, shall be made to the Adjutant General of the Commonwealth; and whenever a vacancy occurs in that office in any other manner, the same shall be immediately communicated to the said Adjutant General, by the senior officer of the division.

MEADVILLE ARSENAL AND REPAIRS TO ARSENALS.

116. So much of the second section of the act, entitled "A further supplement to the act, entitled 'An Act for the regulation of the militia of this Commonwealth,' passed the tenth day of April, one thousand eight hundred and twenty-six," as requires that the Adjutant General shall annually visit the several arsenals of this Commonwealth, is hereby altered and repealed so far as regards the arsenal at Meadville, which arsenal the Adjutant General shall not be required to visit oftener than once in every three years; and hereafter the members of any court martial to be assembled under and in virtue of any law or laws of this Commonwealth, shall be entitled to receive, out of the State Treasury, the sum of one dollar each *per day*, and no more, for each necessarily spent in attending as a member of such court martial, as full compensation, and in lieu of all personal and contingent expenses.

117. It shall be the duty of the Adjutant General to have such repairs made to the several arsenals of this Commonwealth, as may be considered absolutely necessary for the preservation of the same, respectively, and of the public property therein, which repairs shall be paid for out of the proceeds of sales of such articles of camp equipment, military stores or other public property remaining in the said arsenals as are not worth being cleaned and repaired and unfit for public service; and the Adjutant General is hereby authorized and empowered to make such sales, and render an account thereof in his annual report to the Legislature.

118. The Adjutant General shall not hereafter issue arms to any other than regularly organized volunteer troops or companies, any thing contained in the proviso to the forty-first section of the act to which this is a supplement, to the contrary notwithstanding.—Act 2d March, 1822.

FORM OF MUSTERING TROOPS.

119. All stated musters of the troops shall be preceded by a minute and careful inspection, agreeably to the prescribed mode; and if the command be not less than a company, by a review, and also field or garrison exercises and manœuvres.

120. The troops being in line of battle, after the review, will be wheeled into open column of companies right in front.

121. The battalion being in the order of battle, the colonel will cause it to break into open columns of companies, right in front. He will next order the ranks to be opened, when the color rank and color guard, under the direction of the adjutant, will take post ten paces in front, and the band ten paces in rear of the column.

122. The colonel, seeing the ranks aligned, will command, 1. Officers and sergeants. 2. To the front of your companies. 3. March! The officers will form themselves in one rank, eight paces, and the non-commissioned officers in one rank, six paces in advance, along the whole front of their respective companies, from right to left, in the order of seniority; the pioneers and music of each company in one rank, two paces behind the non-commissioned officers.

123. The colonel will next command, 1. Field and staff. 2. To the front—march! The commissioned officers, thus designated, will form themselves in one rank, six paces in front of the colors, from right to left, in the order of seniority, and the non-commissioned staff in a similar manner, two paces in rear of the preceding rank. The colonel, seeing the movement executed, will take post on the right of the lieutenant colonel, and wait the approach of the inspecting officer. But such of the field officers as may be superior in rank to the inspector, will not take post in front of the battalion.

124. The mustering officer will then inspect the companies in succession, beginning on the right, and afterwards return to the first company to muster it. The company

being at *ordered arms*, with open ranks, as when inspected, the captain will, as the mustering officer approaches, command, 1. Attention. 2. Company. 3. Shoulder arms ; support arms.

125. The mustering officer will then call over the names on the roll, and each man as his name is called, will distinctly answer, Here ! and bring his piece to an order. The musicians will answer to their names in the same way.

126. As each company is mustered, the captain will order the officers and sergeants to their posts, the ranks to be closed, and the company marched off to the company parade, to be there dismissed to quarters to await the inspector's visit.

127. After mustering the several companies, the mustering officer, attended by the commanders, will also visit the guard and hospital, to verify the presence of the men who may be so reported.

128. The inspector and mustering officer will make his remarks on the rolls, touching the *discipline, instruction, military appearance, &c., &c.*, of the officers and men, according to the facts exhibited in the course of inspection, and he will add such other remarks as may afford useful or necessary information for the Governor.

FORMS OF PARADE.

129. On all parades of ceremony, such as reviews, guard mounting at troop or retreat parades, instead of the word, *Rest!* which allows the men to move or change the position of the bodies, the command will be, *Parade rest!* At the last word of this command, the soldier will carry the right foot six inches in rear of the left heel ; the left knee slightly bent ; the body upright upon the right leg ; the musket resting against the hollow of the right shoulder ; the hands crossed in front, the backs of them outward, and the left hand uppermost. At the word, *Attention!* the soldier will assume the correct position at ordered arms. In the positions here indicated, the soldier will remain silent and motionless ; and it is particularly enjoined upon all officers to cause the commands given, on the part of the soldier, to be executed with great briskness and spirit.

130. Officers on all duties under arms, are to have their swords drawn, without waiting for any words of command for that purpose.

For "Dress Parade," "Review," "Guard Mounting," "Relieving Sentinels," "Grand Rounds," "Guards," see "Cooper's Tactics."

OFFICERS OF THE GUARD.

Report of a Guard mounted at ———, on the ———, and relieved on the

Parole.	Lieutenants.	Sergeants.	Corporals.	Musicians.	Privates.	Total.	Aggregate.	Articles in charge.							
Countersign.															
Detail,															

LIST OF THE GUARD.

No.	Reliefs, and when posted.			Where posted.	Remarks.
	First relief from 10 to 12, and 4 to 6.	Second relief from 12 to 2, & 6 to 8.	Third relief from 2 to 4, and 8 to 10.		
1					This column will contain the remarks of the officer of the guard; such as the time the guard was visited by the officers of the day, and an account of every material circumstance that has transpired during the tour; also, a note of any loss or damage done to the property of the guard house, or guard tent, during his tour.
2					
3					
4					
5					
6					
7					
8					
9					

LIST OF PRISONERS.

No.	Names.	Company.	Regiment.	Confined.		Charges.	Sentences.	Remarks.
				When.	By whom			
1								
2								
3								

A. B.

Lieut. of ———, Regiment of ———,

Commanding the Guard.

The officers of the guard will send to the officer of the day at guard mounting, by a non-commissioned officer, a report of his term of service, according to following form, a copy of which will be left with the officer who relieves him.

VOLUNTEERS AND MILITIA.

131. Whenever detachments of militia are called into the service of the United States, by any officer authorized to make such call, the requisition therefor, must be made direct on the Governor of the State or territory in which the militia are to be raised, and the number of officers, non-commissioned officers and privates will be stated in the requisition, and the proportions between them, will be the same as prescribed by act of Congress. Requisitions will never be made for companies, regiments or brigades.

132. Volunteers, or militia, will be *mustered* before they shall be considered in the service of the United States, by an inspector general, or some other officer of the regular army, to be designated by the officer requiring such volunteer or militia aid, or at army head-quarters.

133. It shall be the duty of the officer designated to muster and inspect militia detachments, to organize them into companies, battalions and regiments, and to forward muster rolls of each company, and of the field and staff of each organized regiment, direct to the Adjutant General of the army, Washington; and he will also immediately forward a consolidated return, by regiments and corps, of the force so received into service, for the information of the War Department.

134. *Mustering in.* If the troops be volunteers, reference will be made to the particular act or acts of Congress under which they are accepted; if there be no such act, then to the acts which govern the militia, viz :—act May 8, 1792, amended by the acts April 18, 1814, and April 20, 1816. In the case of either volunteers or militia, the mustering officers will take care that the due proportion between officers and men, be not exceeded in favor of a greater number of officers, and of higher rank than what the law prescribes. No general staff officers will be mustered, or received into service, except such general officers, with their aids-de-camp, as may be required to complete the organization of brigades or divisions, where the strength of the detachments renders such organization necessary.

135. *Mustering out.* The rolls for this purpose will be compared with those of the first muster. All persons on the first rolls, and absent at the final muster, must be satisfactorily accounted for—whether dead, captured, discharged for sufficient cause, or otherwise absent—and if the mustering officer in any particular case, shall have cause to doubt the report made to be entered on the rolls, he shall demand the oath of one or more persons, to prove the fact to his satisfaction; further, he shall take care that no more persons of the several ranks be mustered out of service, than were mustered in, if there be an excess over the requisition, or beyond the law, nor recognize additions or substitutes, without the fullest satisfaction that the additions or substitutions were regularly made, and at the exact time reported on the rolls.

136. Officers charged with the duty of mustering militia, properly ordered into the service of the United States preparatory to payment, will take care that the muster rolls contain all the information that may in any way affect their pay. The distance from the places of residence to the place of rendezvous or organization, and the date of arrival, must be stated in each case; the date and place of discharge, and the distance thence to the place of residence; all stoppages for articles furnished by the government, must be noted on the rolls, and in cases of absence at the discharge of the company, the cause of absence must be stated. When the necessary information cannot be obtained, the mustering officer will state the cause, otherwise he will be held accountable for the defect.

137. If, as has sometimes happened militia, at the end of a term of service shall, from the want of a mustering officer, disperse or return home without being regularly mustered out; and if with a view to a payment, a muster shall afterwards be ordered by competent authority, the officer sent for the purpose shall carefully verify all the facts affecting pay, by the oath of one or more of the officers belonging to such militia, in order that full justice be done to the treasury of the United States, as well as to the militia.

138. In all cases of muster for payment, whether final or otherwise, the mustering officer will give his particular attention to the state and condition of the public property, such as quarters, camp equipage, means of transportation, arms, accoutrements, ammunition, &c., which have been in the use or possession of the militia to be paid; and if any such public property shall appear to be damaged or lost, beyond ordinary wear or unavoidable accident, such loss or damage shall be noticed on the muster rolls, in order that the injury or loss sustained by the United States, may be stopped from the pay that would otherwise be due to the individual or detachment mustered for payment.—*See separate regulations for the government of the ordnance department, page 28.* This provision shall be read to all detachments of militia on being mustered into service, and as much oftener as may be deemed necessary.

139. Payments will, in all cases, be made by the pay-masters of the regular army.

140. When an officer of the army receives a temporary appointment from the proper authority, to a grade in the volunteers or militia then in the actual service of the United States, higher than that held by him in the army, he shall be entitled to the pay and emoluments of the grade in which he serves. But in no case can an officer receive pay under two military commissions or appointments at the same time.

ADJUTANT GENERAL'S DEPARTMENT.

141. All general orders which emanate from the head-quarters, uniformed militia, Pennsylvania, the orders of detail, of instruction, of movement; and all general regulations for the uniformed militia of Pennsylvania, are communicated to the troops through the office of the Adjutant General.

142. The Adjutant General of the uniformed militia of Pennsylvania is charged with the record of all military appointments, promotions, resignations, deaths, and other casualties; with the registry of all commissioned officers, the filling up of their commissions, and with their distribution.

143. The Adjutant General's office is the repository of the records which relate to the uniformed militia, Pennsylvania, and to the military history of every commissioned officer and soldier, from the earliest period of the government so far as these may have been preserved.

ORDERS.

144. Orders are either general or special. General orders, issued from the head-quarters of the militia, are styled *general orders*; from other head-quarters, they are styled simply *orders*. They are the orders of the day, and are published as often as circumstances may render it necessary. They announce the orderly hours at head-quarters; the time and places of the distribution of supplies; the time and order of march; the hours of the different beats and signals, of guard mounting and the assembling of detachments; the regulations of police; the strength and composition of guards, and the periods of their relief; the acts of Assembly, and the regulations of the Adjutant General which have reference to the troops, and with which they ought to be acquainted; the appointing of general courts martial, courts of inquiry, boards of officers, and their sentences and opinions, and in general, every occurrence proper to be communicated to the troops, or others interested.

145. *Special orders* are such orders as do not relate to the service in general. They have reference to particular objects and individuals only. They need not, therefore, be published to the whole of the militia, or to the whole command of the officer who issues them. Besides the particular individual to whom such orders may be sent direct, they are to be communicated, as a matter of course, to colonels or other commanders, whom they interest.

146. Orders are to be numbered—*General orders* in one series; *special orders* in another.

147. All general orders will be sent from the Adjutant General's office to the head-quarters of each division.

148. Should it happen that general orders are not received in regular succession, commanding officers will report the fact to the proper head-quarters, in order that the deficient numbers may be supplied.

149. The *parole* and *countersign*, or *watch-word*, are issued from the head-quarters of the highest in command. They are in the nature of orders, but are neither general or special.

General Orders. } Head-quarters of the Militia of Pennsylvania,
No. 1. } Adjutant General's Office, Harrisburg, January 1, 1849.
By command of Wm. F. Johnston, Commander-in-chief.
W. H. I., Adj't General.

For a division :

Orders. No. 6. } Head-quarters, First Division Militia Pennsylvania,
Philadelphia, December 23, 18 .
By order of Major General A. J.
R. B., Adj't General.

For a brigade :

Orders. No.—. } Head-quarters, First Brigade, First Division,
Philadelphia, July 5, 18 .
By order of Brigadier General W. S.
R. J., Ass't Adj't General.

For a regiment :

Orders. No. 2. } Head-quarters, First Regiment of Artillery,
Philadelphia, January 8, 18 .
By order of Colonel J. H.
J. R., Adj't First Reg't Artillery.

150. A company order will omit the words "head-quarters," and in lieu of them will give the letter of the company and regiment to which it belongs.

151. It is important that the place at which an order is issued should be very particularly mentioned.

152. The orderly hour having been fixed at each head-quarters, the staff officers will either attend in person or send their assistants to obtain the orders of the day.

153. Care must be taken that all orders are correctly transcribed, otherwise errors may be introduced into them that might not only pervert their meaning, but mislead those for whose guidance they are designed. Commanding officers will see that orders are correctly read to the troops under their command.

154. Copies of all orders and special orders issued by commanders of military divisions, will be forwarded at their dates, in separate series, on full sheets of letter paper, to the Adjutant General.

MILITARY CORRESPONDENCE.

155. In the ascending line of correspondence, all written communications and applications, will be addressed to the chief of the staff of the next commander—as the adjutant at regimental head-quarters, the assistant adjutant general at the division head-quarters, the adjutant general at general head-quarters.

156. All official letters, applications and reports from generals and commands of regiments or posts, which are designed to be laid before the commander-in-chief, or intended for division head-quarters, or for the chief of any staff department, are to be signed by the commanding officers themselves.

157. Officers making written communications and reports, will specify, under their signatures, their rank, the regiment, corps or staff department to which they belong; and if by *order*, state by whose order.

158. In transmitting rolls and returns, a letter is to accompany them; and when more than one roll or return are transmitted at a time, they will be enumerated in the same letter, and the whole placed under one envelope. On all official letters and packages will be endorsed the words, "official business."

159. In ordinary cases, requisitions for arms need not be accompanied by letters of transmittal, it being only necessary that the forwarding officer should endorse his approval or remarks.

160. No communication, within the competency of an intermediate commander to decide upon, should be forwarded for action of the higher authority, except by way of appeal.

161. Communications, in which the interest of the service or of an officer are concerned, will be accompanied by the expression of an opinion or remark, endorsed upon them by the commander who forwards them to a higher authority.

162. In communicating information, based upon reports in detail, received from juniors, commanders, as a general rule, should embody in their own report, by way of extract, all that may be of interest to the higher authority, rather than transmit the same information, spread out in divers papers, and statements, much of the contents of which are not necessary for the Adjutant General's department, or head-quarters of the uniformed militia, Pennsylvania.

163. All communications *direct* from the Governor or Adjutant General, to any military officer, will be acknowledged, and if of a nature requiring a reply, answered by such officers, direct to the source whence they emanated.

164. All official letters, reports and documents, forwarded under cover to the head-quarters, generals of divisions, or to the chief of any branch of the staff, by the commanders of regiments, posts, or by any junior officer, will be folded and endorsed in the following manner:

165. Each letter will be folded in three equal folds, parallel with the writing, and the inner edge of the sheet will be considered the top when folded. Letters of transmittal will specify the document enclosed, and the name of the writer, (if it be a letter or report,) and the number which may be endorsed thereon.

166. The receipt of all *official letters* is to be acknowledged by the first opportunity. Commanding officers of regiments and corps are to report, in their semi-annual returns, such orders, official regulations and circulars as they may have received during the preceding month, specifying their number, date and purport, date of receipt, and from what head-quarters.

MUSTER-ROLLS—RETURNS—REPORTS.

167. The most authentic history of the soldier being derived from the muster-rolls and monthly returns, and these containing the information necessary for the use and records of the Adjutant General's office, commanders of regiments and companies will see that the historical registry of the casualties required to be noted, be minutely and accurately written in the appropriate columns of "remarks," and in the method to be observed in making up the various rolls and returns according to the established *printed forms* in use, or which may hereafter be prescribed.

168. In case of the absence of any commissioned officer or soldier from the regiment or company, the *reasons* for, and the time of, such absence, must be noted on the rolls, and the prescribed *forms* furnished by the Adjutant General.

MUSTER-ROLLS.

169. Muster-rolls must be made out in the name of the *captain*, whether he be present or absent.

170. The "remarks" and explanations on the original or proof rolls of each company, by which the muster is made, shall be in the *hand writing* of the captain or other commander, which original roll, with the remarks and verification of the inspector general or other mustering officer, will be the check on the duplicates or triplicates to be made out for his signature and transmittal.

171. *Muster and pay-rolls* are required for the pay department, and will correspond with, and embrace all the remarks contained on the ordinary muster-rolls. The division, under the head of pay-roll, will be left vacant by the captain, and be filled up by the pay-master.

172. *Muster and pay-rolls* made in conformity with the foregoing paragraph, but rendered unnecessary by payments to the troops being unavoidably deferred for four or more months, will, after such payment, be transmitted to the Adjutant General, by regimental and company commanders, or the pay-master, as the case may be, to be filed in the office of the auditor of the treasury department.

173. The inspector and mustering officer will transmit to the Adjutant General's office, Harrisburg, (within three days after the muster,) one copy of the company "muster-rolls," and one of the field and staff of every regiment. The inspector will also forward in *duplicate*, "muster and pay-rolls" of the same, to the pay-master of the troops.

MONTHLY RETURNS.

174. The colonels or commanding officers of regiments and corps will make to the Adjutant General a monthly return of their respective regiments and corps. In like manner, captains or commanding officers of companies will make to the adjutants of their regiments monthly returns of their respective companies. The returns are to be made out according to the forms prescribed, and will be sent to their places of destination on the first of every month.

175. If one or more companies be so far separated from regimental head-quarters as to delay the transmittal of the monthly return to the tenth or fifteenth of the month, the colonel will not wait for the returns of such companies, but leave space for them to be entered at the Adjutant General's office; for which purpose the captain will transmit a copy of the return direct to the *Adjutant General*, as well as to regimental head-quarters.

176. Medical officers will be reported and accounted for on the regimental monthly returns, and muster-rolls of field and staff, when serving with a regiment.

177. The established printed forms and blanks of all returns enjoined by these regulations, will be furnished by the Adjutant General to the commanders of regiments, corps, and companies, on their requisitions annually made, or oftener if necessary.—The receipt of these forms and blanks will be immediately acknowledged, and afterwards accounted for on the next monthly returns.

178. The returns and rolls will be made on the printed blanks furnished, and according to the forms prescribed. All manuscript returns, rolls, certificates, and other documents as substitutes, are prohibited, unless it should be made manifest, that the proper printed forms could not have been received in time; but in no case shall the manuscript returns differ from the printed forms. Regimental returns must be made out in the name of the colonel, whether he be present or absent.

179. Commanding, and all other officers required to furnish the various returns, reports, description rolls, or other official documents called for by the regulations, are to see that they be correct in every particular, and made in a neat and legible manner.

ANNUAL RETURNS, CASUALTIES.

180. This return will exhibit the various changes and alterations which may have taken place in the regiment during the preceding twelve months; that is to say, a statement of the number of resignations, transfers, deaths, &c., of commissioned officers;

number of men joined ; the number tried by courts martial, and the nature of their offences ; the number of discharges, deaths and dismissals.

REPORTS.

31. Stated reports will always be made in writing, and so generally of special reports and applications.
32. The date of appointment, of detail, and of removal of all staff officers, or of officers selected for duty in staff departments, will be immediately reported by the officers making such appointments, detail, or removal, to the Adjutant General.
33. Officers arriving at the head-quarters of a division or regiment will, if inferior in rank to the commanding officer, report personally ; if superior, by writing or otherwise, as may be convenient.
34. Officers arriving at the seat of government, are to report at the office of the Adjutant General, and record their names in a book kept for that purpose, in order that instructions, relative to their respective duties, may be given to them personally, and that information of the real state of the uniformed militia may be obtained from the personal reports of the officers.

INSPECTOR GENERAL'S DEPARTMENT.

5. It is through this department that the commander-in-chief is to be made acquainted with the actual state and condition of the uniformed militia, and more especially the character and proficiency of the officers.
6. It is therefore made the duty of the inspector general, critically to inspect every branch connected with the military service, including arsenals, the departments of the staff, and the troops in general.
7. At the conclusion of the inspection of any arsenal, the inspector general will immediately make a report of the same to the commander-in-chief. The inspector general will also make, and transmit to the commander-in-chief, reports of all that may have passed under his observation during the inspections. These reports will embrace the information required, under the following heads, viz :

OFFICERS IN COMMAND OF BRIGADES, REGIMENTS OR CORPS.

8. What officers have been in command since last inspection ; whether the officers in command appear to discharge their duties with zeal and ability ; what degree of attention has been paid by them to the instructions and training of the officers, or men, and under their command in field exercise, and such other duties as are required by regulations ; to ascertain whether the troops have been properly instructed in the exercises and evolutions of the field, the inspectors will cause them to be exercised and manœuvred as prescribed by regulations ; and all officers in command of troops, though inferior in rank to the inspector general present, will direct in person the evolutions. This is not, however, to preclude junior officers from manœuvring the troops, if required by the inspector.

OFFICERS OF UNIFORMED MILITIA IN GENERAL.

9. Whether the officers in general appear to understand their duties, and are intelligent and zealous in the performance of them ; whether the company and staff officers are sober, active, and afford their superior officers that support which they are entitled to require from them ; whether that unanimity and respect for each other, which are essential to good order and discipline, prevail among them.
10. If it should be discovered that an officer is not qualified to perform his duty in a regiment or corps to which he may belong, a special report of his incapacity will be made.

NON-COMMISSIONED OFFICERS, MUSICIANS AND PRIVATES.

201. Whether they are well instructed in the prescribed drill, and attentive to personal appearance; and particularly, whether the non-commissioned officers perform their duty correctly, and with promptitude; whether the numbers actually in the ranks correspond with the returns; and whether any men are kept on the rolls of the regiment or corps, who are not clothed and equipped, and who do not do their duty as soldiers.

OFFICERS, NON-COMMISSIONED OFFICERS, MUSICIANS, AND PRIVATES OF CAVALRY.

202. Whether the officers, non-commissioned officers, musicians and privates of cavalry, are properly instructed in their duties; whether they are expert in the exercise of the sword, carbine and pistol; and perform with accuracy and promptitude the evolutions prescribed by regulations.

REGIMENTAL AND COMPANY BOOKS.

203. Whether the regimental and company books are regularly and accurately kept, and in the form and manner prescribed by regulations.

QUARTER-MASTERS, PAY-MASTERS AND COMMISSARIES OF SUBSISTENCE, AND ALL DISBURSING OFFICERS OF THE UNIFORMED MILITIA OF PENNSYLVANIA.

204. Whether the quarter-masters, and pay-masters, discharge their duties faithfully and in a satisfactory manner; and whether their books and accounts are kept with accuracy and regularity; and whether their accounts are transmitted to the proper departments within the time required by law; whether the funds placed in their hands are always at command, and appropriated to their proper use.

ARSENALS.

205. Whether the superintendents, and under officers of the arsenals, are attentive, industrious, and capable of performing the services required of them; whether arms are well cleaned; whether the books and accounts are regularly and accurately kept; whether due attention is paid to the purchase of materials for the cleansing of arms; and whether the system pursued in the cleaning of arms, is calculated to insure the best condition of arms; and whether payment for all purchases is regularly made.

206. Whether any repairs are necessary for the better security or preservation of arsenals; and if any should be required, a special report of the same will be made.

207. In all cases it is made the duty of superintendents to inform the inspecting general, at the time of his visit, of the extent of the repairs necessary, with an estimate in detail of such repairs for the preservation of arsenals, in order that means may be provided for such repairs in due season.

ARMS.

208. Whether in a serviceable state, and cleaned and preserved in a proper manner.

CLOTHING AND EQUIPMENTS.

209. Whether the officers, non-commissioned officers, musicians and privates still conform to regulations. Whether the clothing is regularly furnished, of good quality, and made according to prescribed patterns.

INSPECTOR GENERAL AT ENCAMPMENTS.

- It will be his duty, under the direction of the general-in-chief, to designate all posts for the security and good order of the camp; to review and inspect them previous to their being detached for the service of the day; to take charge of all prisoners; to examine and report their several cases to the commanding general for his orders in relation to their future disposal; to inspect the state of the tents and other camp equipment and barracks and hospitals, and to report any want of care and cleanliness.
1. To regulate all sutlers and markets within any camp, cantonment or garrison, to inspect and enforce the order of march; to ascertain whether there has been irregularity in the proceedings of courts martial, or in the execution of sentences pronounced by them.
 2. The inspector general will report separately, under the heads pointed out in the regulations, and not blend the whole together with one general remark. Each section report should be complete in itself, and contain a full and faithful representation with such suggestions as they may consider necessary for the improvement of all objects to which their attention may be directed.

FORMS.

- Form of requisition for arms.
- Form of order to superintendent of arsenal.
- Form of muster-roll.
- Form of monthly return, &c., &c., &c.

